



## Teleworking - Best Practices

### Work Conditions

#### Dedicated Space

- Install a space:
  - Dedicated to work
  - Propitious to concentration
  - Away from all distractions
  - Hang a "Do Not Disturb" sign
  - Make yourself comfortable

#### Work Schedule

- Establish a regular work schedule and routines:
  - Time to get up
  - Breaks
  - Bedtime
  - Meals
  - Not getting involved in household or personal chores
  - Knowing how to cut yourself off from work when the day is over

#### Work planning and objectives

- Main objective: efficiency
- Define your goals for the week
- Achieve these objectives on each day
- Review these objectives regularly
- Make a to-do list
- Maintain your productivity

#### Know yourself

- With teleworking, you'll learn a lot about yourself:
  - How you work best
  - When you work best
  - What are your energy levels throughout the day
  - How you need to recharge your energy
- Once you know how you work best:
  - Structure your workday the way you want it to be
  - Bring a new or different energy to your days by mixing a day's work with time for solo concentration, collaborative group projects or video discussions with colleagues, etc.

#### Useful and essential tools

- A computer
- A good wifi connection for efficient communication
- A mobile phone
- Communication tools: emails, sms, Whatsapp

- Platforms for video conferencing: Slack, Zoom, Skype, Teams, Whatsapp, etc.

### **Benefits of teleworking**

- Reduction of transport time
- More flexible schedules
- Better balance between work and family life
- Opportunity to fulfill family responsibilities
- More concentration as there are fewer interruptions during work
- Improved productivity, creativity and morale
- Less stress and fatigue
- Improved quality of life

### **Disadvantages of teleworking**

- Self-discipline can be difficult to enforce
- Routine to set up: without a routine, there is a risk of being destabilized because the work schedule is too free
- Risk of distraction
- Lack of delimitation between work and home
- Lack of interaction with others
- Risk of isolation
- Feeling of loneliness
- Sedentariness
- Loss of motivation and interest in work
- Performance reduction

### **How to manage the risk of professional isolation related to teleworking?**

The more the teleworker is in direct contact with other employees, the less impact isolation will have on his or her performance and self-esteem. A few tips to break this feeling of isolation:

#### **Being part of the community**

Create an online community where you can collaborate at scheduled times.

Connect to a platform that is accessible to all employees and where everyone can write questions and raise an issue.

#### **Involve the whole team**

Involve the entire team in group projects to allow all employees to demonstrate their knowledge and skills, especially those whose regular work is not fully compatible with teleworking. It is important that they do not feel neglected nor devalued.

#### **Programming Happy Hours**

To maintain the mental and emotional health of the team, create a sense of community by organizing "Happy Hours". After work, co-workers get together for a video call with their favourite drink, or for a virtual tea party to celebrate the achievement of a specific task or goal, for example.

#### **Develop new skills through MOOCS, Ted Talks, ISPs, etc.**

- Learning a new language
- Improvement in a language
- Online computer training on new software or other media
- Reading newspapers, books on personal development, etc.

#### **Share your concerns**

- Share with your colleagues and your boss
- Talk to a friend or family member every day
- Confide your concerns, tell them when you are not feeling well
- Don't stay isolated

## **Working at home with children - Useful tips**

### **Communicate clearly**

- Set expectations with your partner about when you can and cannot help them

### **Releasing pressure**

- If things don't go as you hoped today, they will go better tomorrow. Plan to catch up on work after the kids go to bed or the next day

### **Using hours of nap and sleep**

- Get up as early as possible
- Take advantage of the children's naps and bedtime in the evening to relax or, on the contrary, to get down to work

### **Take breaks:**

- Spend some time playing, exploring and learning with the children.

### **Explain to the children**

- Explain clearly to children what you expect them to do and what is the purpose of working (buying food, toys, etc.)
- Children need to understand clearly when you are available to them and when you are not available
- Children need to know when you start your workday and when you log off

### **Keep a firm routine**

- Start work at the same time each day
- Take breaks of the same length and frequency every day

### **Work together**

- Organize a common workspace where you can work with your school children while they do their homework or other activities independently (colouring, drawing, reading, etc.)
- Encourage children to imitate mom or dad working